Emergency Procedures Guide

- Fire
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- Active Shooter
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- Severe Weather
- Explosion / Aircraft Crash
- Psychological Crisis
- Hostage Situation
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Fire

• Activate building alarm
• Call 911
• Evacuate building by walking quickly to nearest exit
• Close doors behind you
• Alert others on your way out
• DO NOT USE ELEVATORS
• Move to the designated Assembly Areas
• DO NOT RETURN TO THE BUILDING until authorized by Fire or Police Department personnel
• Individuals needing assistance should remain in an area of refuge and advise emergency responders of their location by dialing 911
Chemical or Hazardous Materials Release

- Dial 911
- Try to contain the spill
- Vacate the affected area
- Close doors behind you
- When reporting a spill, be specific on nature of material involved
- If contaminated by a spill, avoid contact with others
- Showers/eyewashes are located in all chemical areas
Civil Disturbances or Demonstrations

• Dial 911
• Dial Campus Safety @ 203-596-4502
• Avoid Location of disturbance/disorderly demonstrations
• Campus Safety/ Police will give directives if in your area
Utility Failure

• Dial Campus Safety @ 203-596-4502
• Notify immediate supervisor
• Wait for instructions
• Cease from using all electrical equipment
• Do not use on/off light switches
• Remain calm
• Call 911 when safe to do so, and while or after you take the following actions:
  • RUN - if you can exit the area safely, do so. Help others to exit as well.
  • HIDE - if you cannot exit the area, take cover and lock or barricade the doors. Silence phones. Turn off lights. Cover interior windows if safe to do so. Stay out of line of sight.
  • FIGHT - if discovered, fight back. Work together with others to defeat the intruder.
• More at: Active Shooter Quick Reference Guide
Bomb Threats

- Dial 911
- Attempt to keep caller on line
- Write down as much information as possible - caller ID number, exact wording of threat, type of voice or behavior.
- Notify immediate supervisor
- Do not touch or move any suspicious item
- The decision to evacuate will be made by Campus Safety
Medical And First Aid

• Dial 911 and Campus Safety @ 203-596-4502
• Give name, location, nature of medical/first aid
• Provide first aid care, if trained
Severe Weather

• Monitor local, state, and Eagle E-Lert weather notifications
  • **Weather Watch**: Conditions are favorable for severe weather
  • **Weather Warning**: Severe weather has actually been sighted in the area.
• Seek Appropriate Shelter: Interior rooms/hallways away from windows.
• Do NOT use elevators.
• Stay sheltered in place until “All Clear” is given
Explosion - Aircraft Crash

- Dial 911 if possible
- Take immediate cover upon explosion/crash
- If in a building, pull alarm and evacuate
Psychological Crisis

- Dial 911 if immediate threat or call Campus Safety @ 203-596-4502 if not immediate threat
- Do not try to handle any situation you feel is dangerous on your own
- Contact immediate supervisor, resident director, or resident assistant
Hostage Situation

• Dial 911
• If taken hostage, be patient and cooperative
• Speak only when spoken to
• Be observant
• Try to rest
• Wait for police instructions
Workplace Violence

• Dial 911 if immediate fear of danger
• If not immediate fear of danger, notify supervisor or Associate Experience @ 203-591-7140